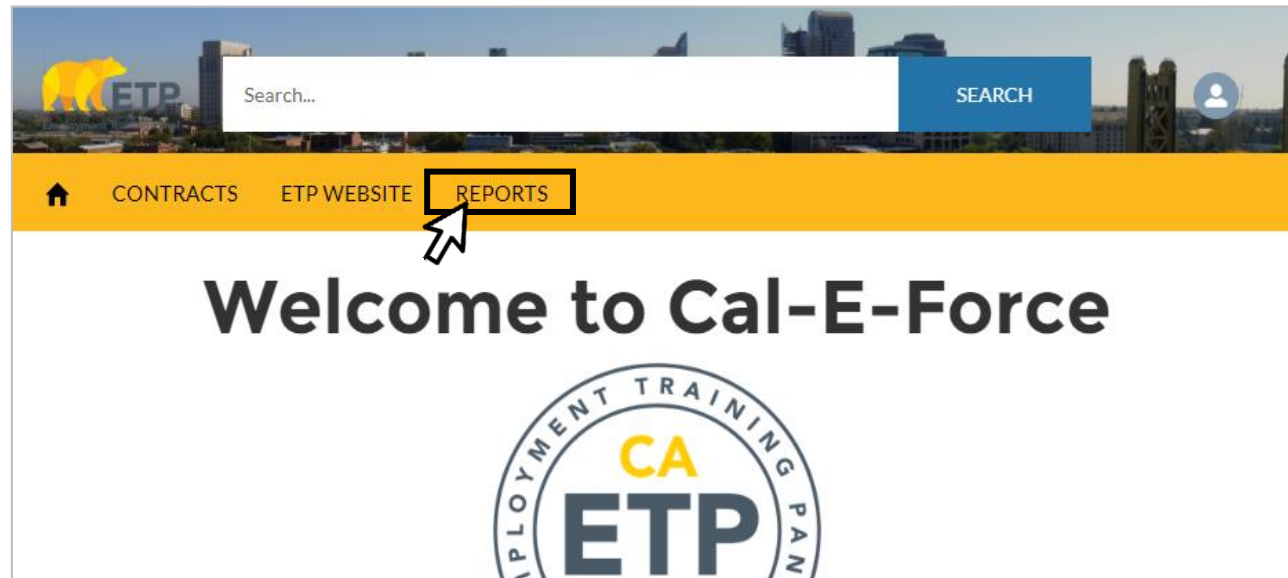


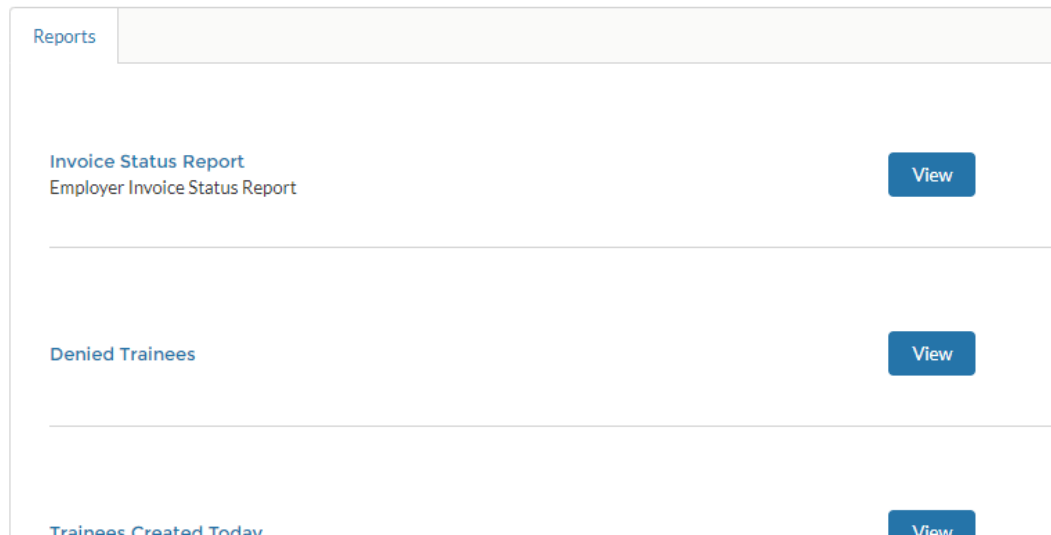
ETP CAL-E-FORCE REFERENCE GUIDE – TRAINEES BY CONTRACT REPORT

1. At the top of the landing page, select the **Reports** button on the button bar.



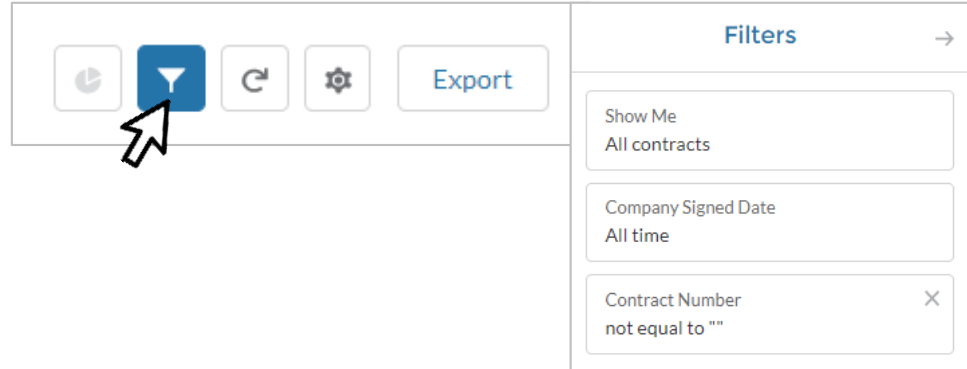
2. Choose the report to view and select **View** button.

If you have multiple contracts, you will receive a report with content from all contracts. To view only content specific to an individual contract, you must filter the report (step 3).



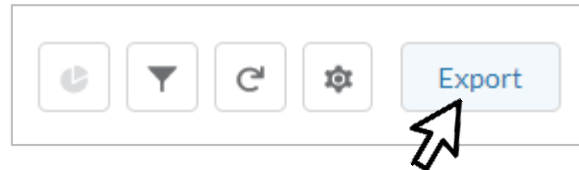
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3. Select the funnel icon to filter and/or sort results.



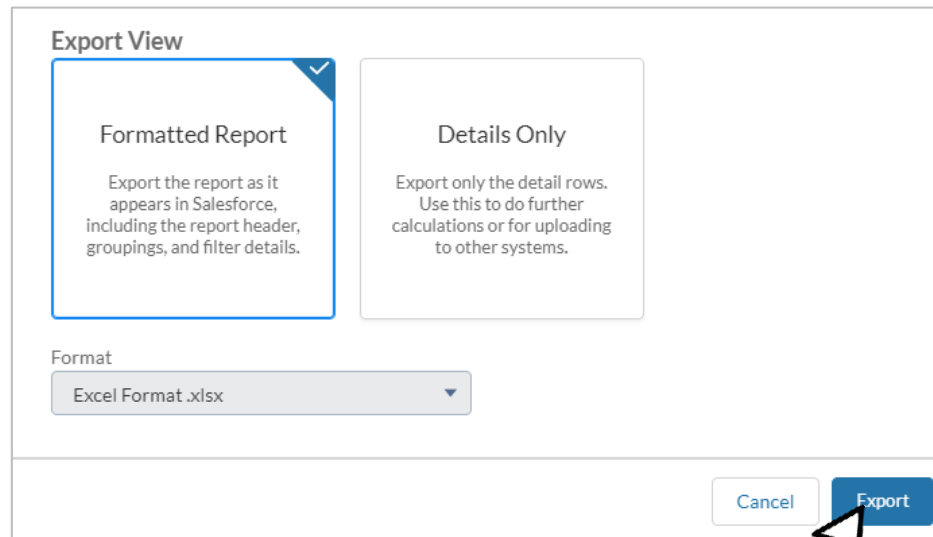
The screenshot shows the report interface. On the left is a toolbar with five icons: a pie chart, a funnel (highlighted with a mouse cursor), a refresh icon, a settings gear, and an 'Export' button. To the right is a 'Filters' panel with a title bar and a right arrow. It contains three filter sections: 'Show Me' with the value 'All contracts', 'Company Signed Date' with the value 'All time', and 'Contract Number' with the value 'not equal to ""' and a close 'X' button.

4. Click **Export** to download the report.



The screenshot shows the report toolbar with five icons: a pie chart, a funnel, a refresh icon, a settings gear, and an 'Export' button. A mouse cursor is pointing at the 'Export' button.

5. Choose view as either formatted report or details only and Click the **Export** button and your report will be saved as an Excel spreadsheet into the Downloads section of your computer.



The screenshot shows the 'Export View' dialog box. It has two main sections: 'Formatted Report' (selected with a blue border and a checkmark icon) and 'Details Only'. The 'Formatted Report' section includes the text: 'Export the report as it appears in Salesforce, including the report header, groupings, and filter details.' The 'Details Only' section includes the text: 'Export only the detail rows. Use this to do further calculations or for uploading to other systems.' Below these sections is a 'Format' dropdown menu set to 'Excel Format .xlsx'. At the bottom right are 'Cancel' and 'Export' buttons, with a mouse cursor pointing at the 'Export' button.